

CAPITAL PROJECTS MANAGER

DISTINGUISHING FEATURE OF THE CLASS: The employee in this title is responsible for performing all project management related duties for contracted capital improvement projects at the Rochester Housing Authority. The employee supervises the development and issuing of contract specifications which are placed out for bid, monitors the work of the contractors, and ensures that completed work complies with applicable public housing codes and standards. An incumbent in this title provides direct supervision of the employees assigned to the Project Development Department. Direct supervision is received from the Director of Capital Projects and Development. Related work is performed as required.

TYPICAL WORK ACTIVITIES:

- Monitors the work of contractors awarded capital improvement projects to ensure compliance with negotiated terms.
- Reviews and verify the accuracy of request for proposals (RFP'S) for capital improvement projects developed by Housing Authority staff.
- Attend pre-bid meetings with prospective contractors on behalf of the Housing Authority to address questions regarding projects up for bid.
- Coordinates with the Director of Capital Projects and Development for budget revisions, to be submitted to HUD, based on a community need or change in priority.
- Reviews monthly reports regarding capital fund disbursements with the Director of Capital Projects to ensure that obligation and expenditure requirements, established by HUD, are met in the allotted time frame.
- Act as a liaison between Public Housing Operations and the Property Development Department regarding capital improvement projects to ensure that sites are aware of impending work and to resolve any issues that may arise.
- Validates the inspections performed by independent inspectors on completed capital projects.
- Reviews change order requests submitted by contractors involved with capital projects to determine if requests adhere to pre-established criteria for such actions.
- Provides justification for the Director of Property Development for presentation to the RHA Board of Directors regarding change orders requiring Board approval.
- Review and justify expenditures within the specified HUD approved 5-year plan and the RHA approved capital budget.
- Facilitates monthly status meetings with Inspections, Public Housing Operations, Property Development Department and RHA finance department as it relates to capital budget and financing/accounting of the same.
- Works with Property Managers and Director of Capital Projects on the development and updating of a 20-year long range capital improvement plan for their assigned RHA community.
- Coordinate with the Director of Capital Projects on project assignments for staff assigned in the Project Development Department based upon areas of expertise and past performance.

ENTRY-LEVEL KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of a wide variety of construction materials, their applications, and acceptable substitutions.
- Knowledge of basic mathematics, including the ability to calculate square footage and volumes.
- Knowledge of construction terminology is used in specification writing and on blueprints.
- Knowledge of effective supervisory practices.
- Knowledge of established public housing inspection practices.
- Knowledge of the fundamentals of all trades work areas; electrical, masonry, plumbing, roofing, painting, drywall, and other finish work.
- Ability and willingness to work outdoors in dirty, dusty, noisy conditions, and in all types of weather.

ENTRY-LEVEL KNOWLEDGE, SKILLS AND ABILITIES continued:

- Ability to climb stairs and ladders and perform complete structural inspections.
- Ability to supervise field inspections of in-progress and completed construction projects.
- Ability to drive a motor vehicle.
- Ability to establish meeting agendas.
- Ability to estimate costs and develop construction specifications.
- Ability to explain orally and in writing technical information in terms easily understood by audiences of all levels of sophistication.
- Ability to identify discrepancies between construction in progress and approved plans, specifications, and code requirements.
- Ability to interpret and enforce terms of contracts.
- Ability to negotiate claims and counterclaims under construction contracts.
- Ability to read basic financial reports.
- The ability to read blueprints, floor plans, and architectural drawings.
- Ability to research products and material costs and characteristics using information from suppliers, trade publications, contractors, and other employees.
- Ability to review inspection reports for accuracy.
- Ability to review the work of others.
- Ability to supervise others.
- Ability to troubleshoot.
- Ability to use a computer.
- Ability to use tact and diplomacy, and to be firm with contractors and their employees when necessary.
- Ability to work well with others.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the Housing Authority's RFP (Request for Proposal) and bid process.
- Knowledge of the Department of Housing and Urban Developments (HUD) and the Housing Authority's capital budgeting process, procedures, and reporting requirements.
- Knowledge of the Housing Authority's policies and procedures regarding contracted work.
- Knowledge of the Housing Authority's personnel policies and procedures.
- Knowledge of practices of construction contract administration relates to the inclusion and enforcement of non-discrimination employment guidelines and mandated wages and benefits, and health and safety standards.
- Knowledge of federally mandated requirements for wage rates, payment practices, hours of work, citizen, residence, and non-discriminating employment practices in the construction business.

MINIMUM QUALIFICATIONS:

High School Diploma or equivalent and, II. or III, a bachelor's degree in business administration, or related field and two (2) years of experience in development of construction and bid documents, review of submittals for compliance, knowledge of HUD procurement policies as it pertains to Capital Projects and Development, construction projects and processes involving various trades and familiarity with HUD labor/ wage rates, and categorization of work related to such regulations.

OR

- II. An associate's degree in construction technology, or related field and four (4) years of experience in the development of construction contracts for bidding and procurement purposes, and review of completed work for contract compliance. This experience must include writing specifications, estimating costs, and inspecting completed work and must have involved work in several construction trades, such as carpentry, electrical, plumbing, etc.

OR

- III. Six (6) years of experience in the development of construction contracts and review of completed work for contract compliance. This experience must include writing specifications, estimating costs, and inspecting completed work and must have involved work in several construction trades, such as carpentry, electrical, plumbing, etc.

SPECIAL REQUIREMENTS:

Possession of a Class D New York State Motor Vehicle Operator's license at time of hire, AND maintenance of the license throughout tenure in this title.

ADOPTED: SEPTEMBER 18, 2008

AMENDED: April 9, 2025